

21 November 1961

MEMORANDUM FOR: [REDACTED]

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SUBJECT : Dissemination Procedures

1. The prompt dissemination of copies of intelligence reports received by the Document Division to the offices and agencies we service, is of paramount importance in carrying out the responsibilities of the Office of Central Reference.

2. Our present procedures based on arrangements made over the past several years need to be reviewed and studied so that more efficient and uniform methods can be adopted. Dissemination should be accomplished so as to insure that distribution of all copies to interested offices takes place within one work day from the time of their receipt. We should also be able to locate promptly any information report which has been received and is not yet available in the CIA Library.

3. In order to study and improve our dissemination procedures, I am establishing a working group consisting of [REDACTED] as Chairman, [REDACTED]. This group will develop a detailed procedural manual and recommend procedural and organizational changes as appropriate, including changes in format of reading requirements.

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4. The group is directed to begin daily meetings of at least one hour each on 8 January 1962 and to complete their task as soon as possible with 1 May 1962 as a target date.

5. I will expect to receive Friday 12 January 1962, an outline of the various studies contemplated as well as an outline of a Procedural Manual covering the receipt, selection, dissemination and distribution of documents, showing practical target dates for each study or section as appropriate.

6. After the first report is submitted, we will have a meeting with the Branch Chiefs to discuss the outlines and agree on any changes or additions which might be in order.

[REDACTED]  
Chief, Document Division

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cc: AB/CR  
Chief, Control Branch  
Chief, Analysis Branch